

**JUVENILE COURT OF CLARKE COUNTY
CLARKE COUNTY COURTHOUSE**

ROOM 115
325 EAST WASHINGTON STREET
ATHENS, GEORGIA 30601
(706) 613-3300

ROBIN W. SHEARER
JUDGE



CATHERINE ROWAN
CLERK

SHERRI FOWLER
DEPUTY CLERK

POSITION ANNOUNCEMENT

PROGRAM COORDINATOR, FAMILY DEPENDENCY TREATMENT COURT

Under the supervision of the Juvenile Court Judge, the Program Coordinator will assist in planning, coordinating and carrying out judicial administrative matters for the Juvenile Court Family Dependency Treatment Court (FDTC). The position is responsible for acting as liaison with other judicial offices, treatment providers, social service agencies, and interrelated offices within the county and across the State of Georgia.

Duties and Responsibilities: These include, but are not limited to, coordinating the day-to-day operations of the Juvenile Court FDTC and performing additional tasks as assigned by the Judge or Court Administrator. This position will develop and maintain a network of referral and community relations related to treatment and operation of the FDTC; attend and participate in FDTC Court team meetings, staffing, and court; research grant opportunities, assist in tracking data for current grants, and draft applications for future grants; coordinate, schedule, and track treatment, drug and alcohol tests, medication, and counseling sessions for participants; serve as liaison between the judicial offices, treatment providers, social service, and interrelated offices within the county and across the State of Georgia; and perform other duties as needed or assigned.

Minimum qualifications: Bachelors degree in psychology, social services, criminal justice, public administration, political science or related area and minimum of 2 years in a legal, clinical or case management setting required or any equivalent combination of education, training, and experience which provides the requisite knowledge skills, and abilities for this position. Masters degree and supervisory experience preferred. Licensure or certification in clinical, substance abuse, or court management field preferred.

Beginning Salary: \$37,000 annually
Note: This is a grant-funded position.

Application Process: Interested applicants should submit a cover letter, resume, full salary history, and references to: Athens-Clarke County Court Administrator, P.O. Box 1868, Athens, GA 30603; or fax to 706-613-3169; or e-mail to laura.welch@athensclarkecounty.com

More Information: For additional information on the Juvenile Court and other accountability courts in our jurisdiction, please visit <http://www.athensclarkecounty.com>